

Dale D. Wegner, Jr.  
PE  
County Engineer

Randy Ryan  
Assistant County  
Engineer

Galen C. Reed, Sr.  
Districts 1 & 3

Bridgette Watson  
District 2

Code Enforcement  
Officers



## Public Works Department

*"An American Public Works Accredited Department"*

### Encroachment Permits

*\* Special Events \* Utilities \* Commercial \* Residential*

2500 N. Fort Valley Road Bldg. #1 Flagstaff, AZ 86001-1287  
(928) 226-2785 or 2786 (800) 790-1990 FAX (928) 226-2718

### Permit Application Checklist

***Owner/Licensee is responsible for compliance to permit conditions. Copy of work authorization and permit must be provided to contractor before construction begins.***

**The following information is needed on the application form to process your encroachment permit:**

- ☐ Assessor's Parcel Number
- ☐ Building Permit Number (Plan Check #)
- ☐ Work Site Address (street name and number)
- ☐ Mailing Address (to send paperwork)
- ☐ Site Plan or Construction diagram. A scaled drawing on 8½ X 11 or larger paper with the following:
  - a) Lot Dimensions
  - b) Proposed Driveway Location
  - c) Location of Utilities, Mailboxes, Gates, Keypads, Fences, Landscaping, etc...
  - d) Description of Driveway Dimensions & Materials (gravel, concrete, asphalt, etc.)
- ☐ Home and/or Business Phone &: FAX Numbers
- ☐ Contractor and/or Sub-Contractor(s) Name, Address, Phone, FAX and License Number.
- ☐ Signature and Printed Name of Property Owner

Comments:

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